

Annual Vacation Policy for F-1 Students

Per U.S. Department of Homeland Security regulations and the Student and Exchange Visitor Program (SEVP), the following policy outlines the eligibility and procedures for F-1 students requesting an annual vacation:

Eligibility

- F-1 students are eligible to take one session of annual vacation only after completing 26 consecutive weeks (four sessions) of full-time instruction at an SEVP-certified school, such as the IEC at Tennessee State University.
- Students must be enrolled in a full course of study during all sessions, excluding their approved annual vacation.
- Students must enroll in the session immediately following the vacation to maintain F-1 status.

Vacation Request Procedure

- Students must submit a completed Annual Vacation Request Form to the Designated School Official (DSO) at least 30 days before the anticipated travel or vacation start date.
- This form does not guarantee approval. Approval must be granted in writing and signed by a DSO.
- The DSO will determine eligibility based on attendance, academic performance, and status maintenance.

Travel During Vacation

- Students traveling abroad during their approved vacation must:
 - Be verified by the DSO as being in “Active” SEVIS status.
 - Obtain a travel signature on their Form I-20.
 - Ensure they have valid documentation for re-entry to the U.S.

Enrollment After Vacation

- **Students must return and enroll in the session immediately following their annual vacation.**

- The IEC cannot guarantee that a student's specific level will be available upon return. If a student's level is unavailable, they agree to enroll in the closest available level until their original level is offered again.

Important Reminders

- **Only one vacation session is permitted per academic year.**
- Students must **not enroll in online-only classes** while on vacation.
- Failure to return and enroll in the following session may result in a violation of F-1 status and termination of their SEVIS record.